

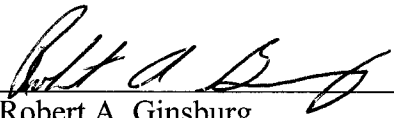
MEMORANDUM

Agenda Item No. 7(O)(2)(A)

TO: Honorable Chairperson Barbara Carey-Shuler, Ed.D. and Members, Board of County Commissioners **DATE:** April 13, 2004

FROM: Robert A. Ginsburg
County Attorney **SUBJECT:** Resolution directing County Manager to recommend a system for tracking steps in the procurement process

The accompanying resolution was prepared and placed on the agenda at the request of Commissioner Rebeca Sosa.



Robert A. Ginsburg
County Attorney

RAG/bw



MEMORANDUM

(Revised)

TO: Hon. Chairperson Barbara Carey-Shuler, Ed.D.
and Members, Board of County Commissioners

DATE: April 13, 2004

A handwritten signature in black ink, appearing to read "R. A. Ginsburg".

FROM: Robert A. Ginsburg
County Attorney

SUBJECT: Agenda Item No. 7(O)(2)(A)

Please note any items checked.

- _____ "4-Day Rule" ("3-Day Rule" for committees) applicable if raised
- _____ 6 weeks required between first reading and public hearing
- _____ 4 weeks notification to municipal officials required prior to public hearing
- _____ Decreases revenues or increases expenditures without balancing budget
- _____ Budget required
- _____ Statement of fiscal impact required
- _____ Bid waiver requiring County Manager's written recommendation
- _____ Ordinance creating a new board requires detailed County Manager's report for public hearing
- _____ Housekeeping item (no policy decision required)
- _____ No committee review

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 7(O)(2)(A)
4-13-04

RESOLUTION NO. _____

RESOLUTION DIRECTING COUNTY MANAGER TO RECOMMEND A SYSTEM FOR TRACKING THE STEPS THAT NEED TO BE TAKEN IN THE PROCUREMENT PROCESS FOR ALL FACETS OF COUNTY CONTRACTING, IDENTIFYING THE DEPARTMENT, WORK UNIT OR POSITION RESPONSIBLE FOR EACH STEP IN THE PROCESS AND SUGGESTING TIME FRAMES FOR COMPLETION OF EACH STEP IN THE PROCESS WITH A VIEW TOWARDS MONITORING AND SHORTENING THE TIME REQUIRED TO COMPLETE THE PROCUREMENT PROCESS

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA that the County Manager shall within ninety (90) days develop and recommend to this Board a system for tracking the steps that need to be taken in the procurement process for all facets of County contracting including the purchase of goods and services (including professional and architectural and engineering services), concessions, leases, management agreements and construction, identifying the department, work unit or position responsible for each step in the process with a view towards monitoring and shortening the time required to complete the process and towards assuring the appropriate accountability by the responsible department, work unit or position for the performance of each step. The County Manager's recommendation to the Board shall include a presentation comparing the current steps and timeframes of each

process with the suggested steps and timeframes to be utilized under the new tracking system.

The foregoing resolution was sponsored by Commissioner Rebeca Sosa and offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____ and upon being put to a vote, the vote was as follows:

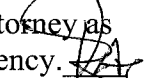
Dr. Barbara Carey-Shuler, Chairperson	
Katy Sorenson, Vice-Chairperson	
Bruno A. Barreiro	Jose "Pepe" Diaz
Betty T. Ferguson	Sally A. Heyman
Joe A. Martinez	Jimmy L. Morales
Dennis C. Moss	Dorrian D. Rolle
Natacha Seijas	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 13th day of April, 2004. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency. 

R.A. Cuevas, Jr.

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